# PEDS Data Entry Training Achievement Milestones Setup and Categorization

Statewide Data Collection and Evaluation of First 5 California Funded Programs



#### **Goals of training**

- To define "achievement milestones" and "achievement milestone categories."
- To learn how to set up achievement milestones and achievement milestone categories in PEDS.
- To learn how to edit, inactivate, and delete achievement milestones and achievement milestones categories from PEDS.

### **Achievement Milestones**Definition

A feature used to track progress toward the attainment of locallyspecified performance measures.

Users can monitor completion of tasks in a contracted scope of work, such as for:

- Managing contracts (e.g., "Hold XX trainings for foster parents).
- Measuring performance not captured by the statewide evaluation (e.g., "Serve XX grandparents").
- Monitoring local outcomes (e.g., "Increase percent of families with Parental Stress Index in normal range at follow-up").

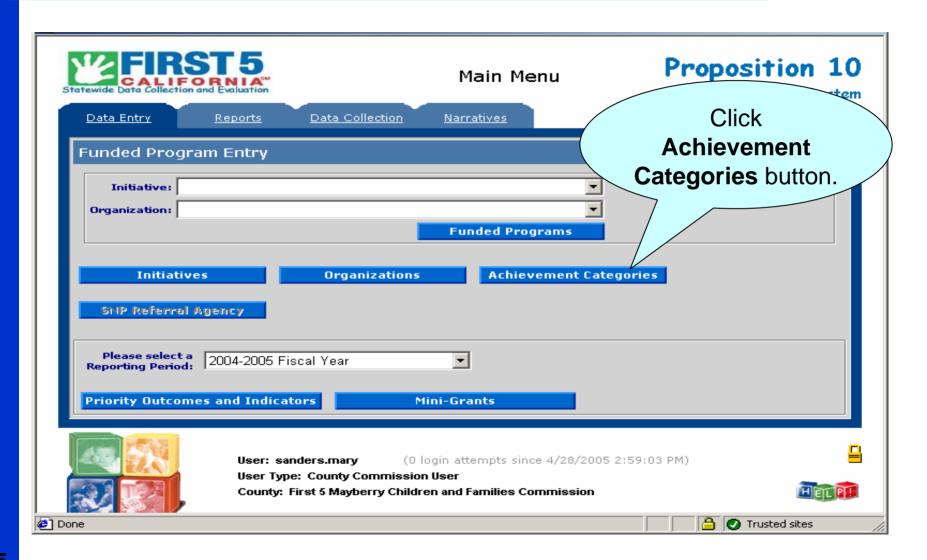
Achievement milestones are for local use. They are not required elements of the statewide evaluation.

### **Achievement Milestone Categories**Definition

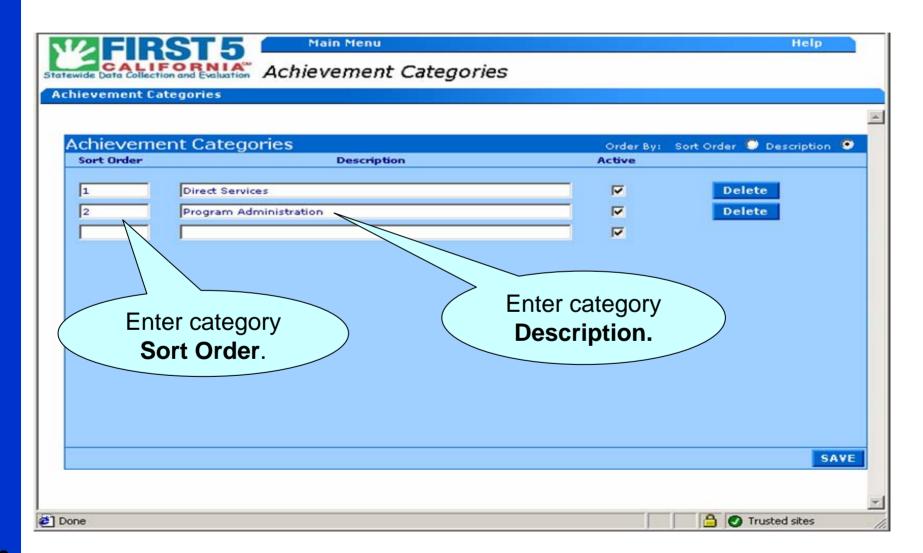
An **optional** feature that allows achievement milestones to be sorted and filtered by a specified category.

- Categories can help to organize milestones in meaningful ways to make reporting and updating easier.
- Examples of achievement milestone categories:
  - Program Administration
  - -Systems Development
  - Contract Obligations
  - Local Evaluation Goals

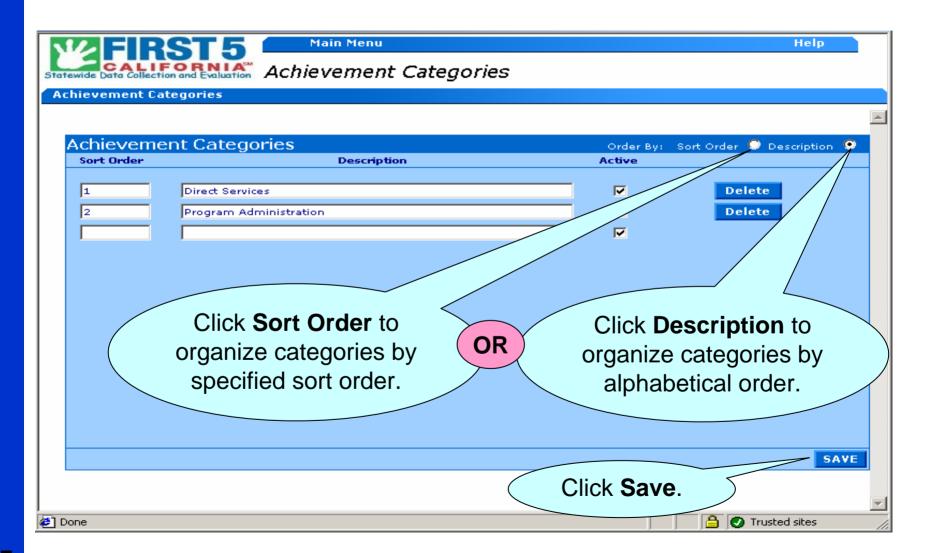
# How do I set up achievement milestone categories into PEDS?



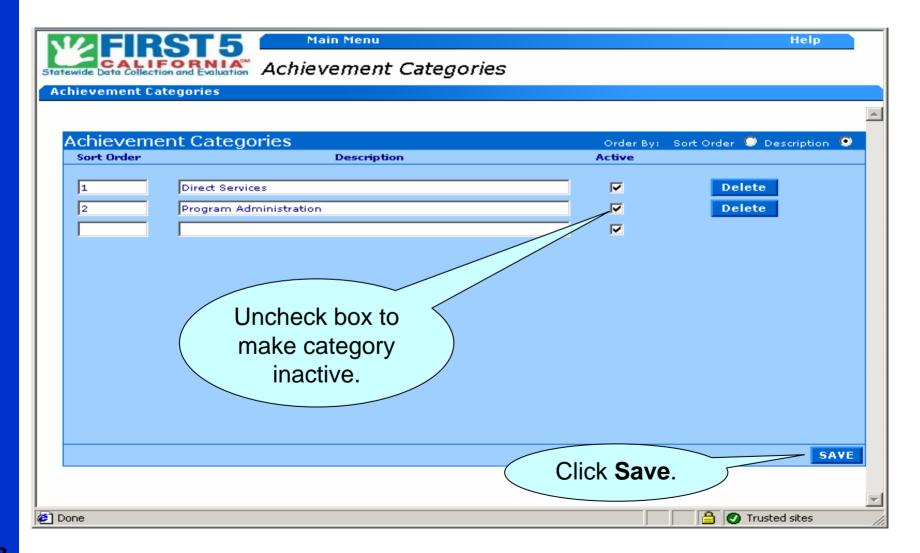
#### **Achievement Milestones Categories** Setup



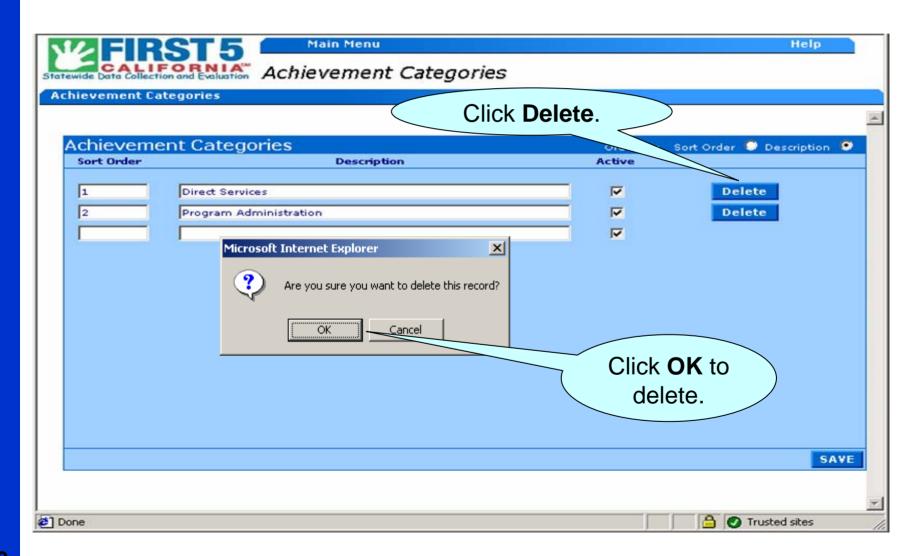
# Achievement Milestones Categories Setup



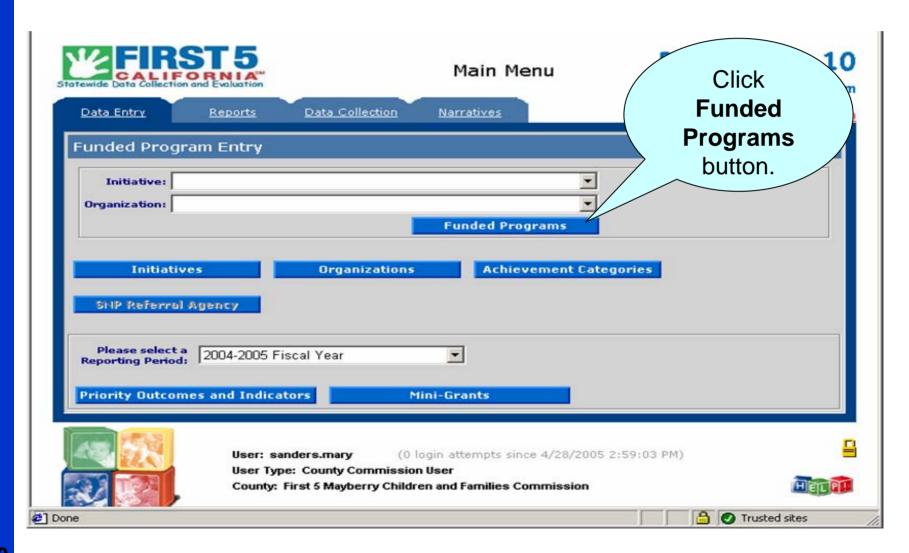
# How do I inactivate achievement milestone categories in PEDS?

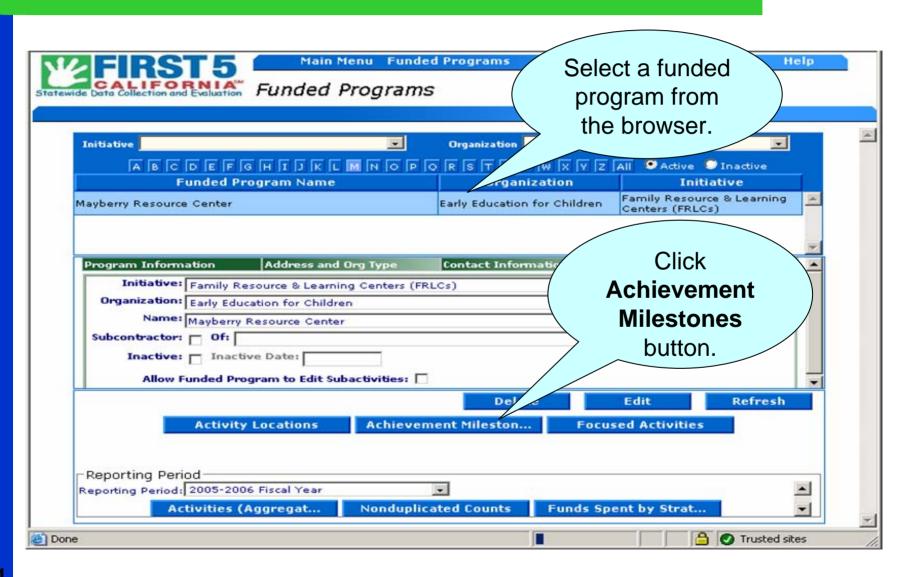


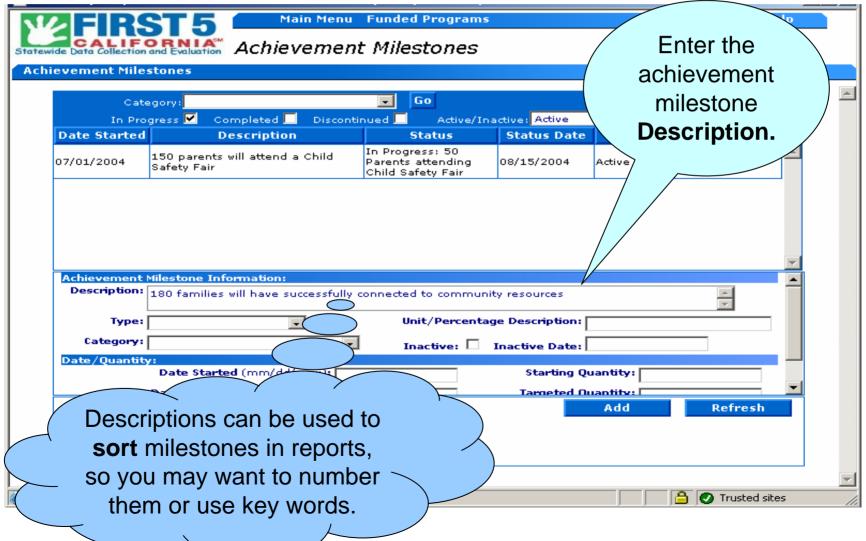
# How do I delete achievement milestone categories from PEDS?

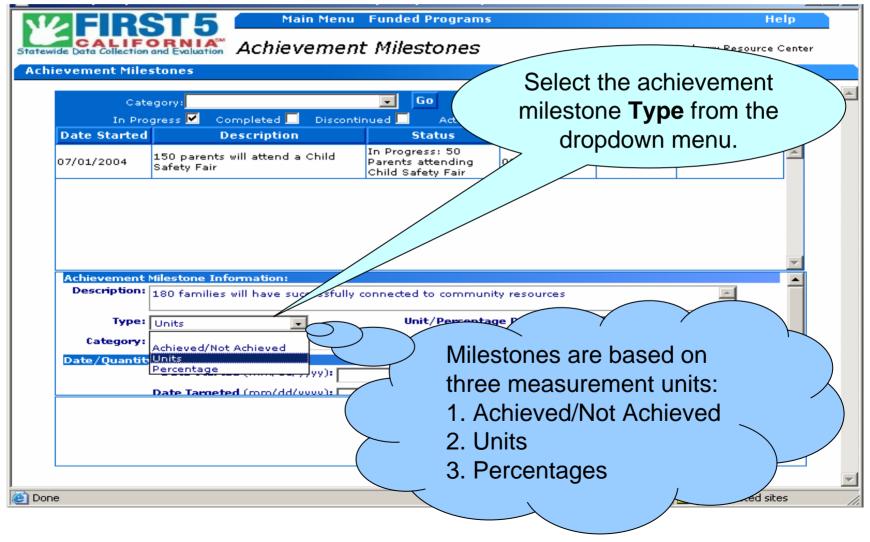


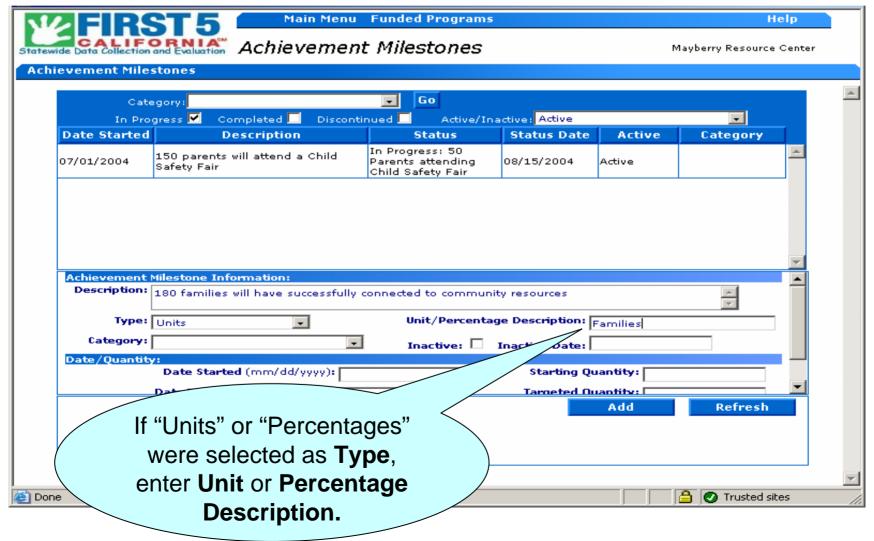
### How do I set up achievement milestones in PEDS?

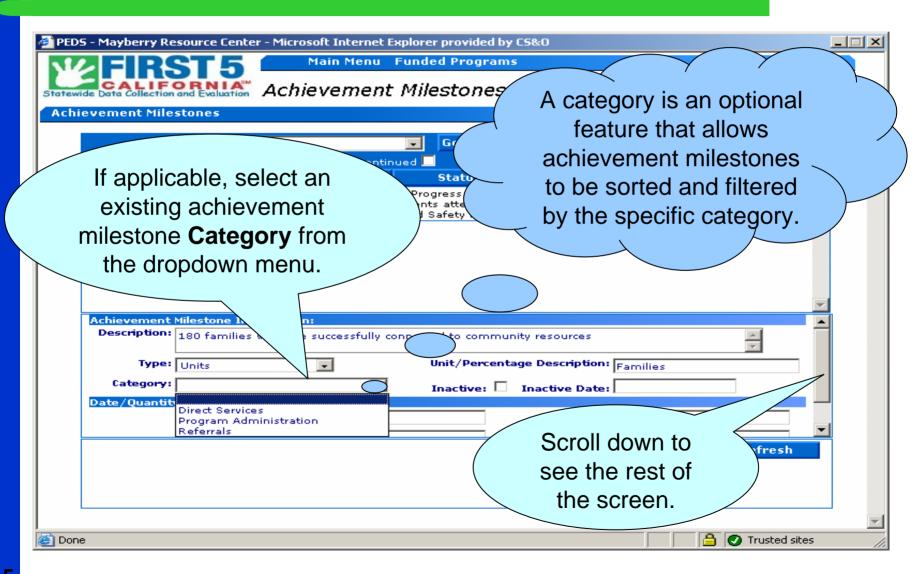


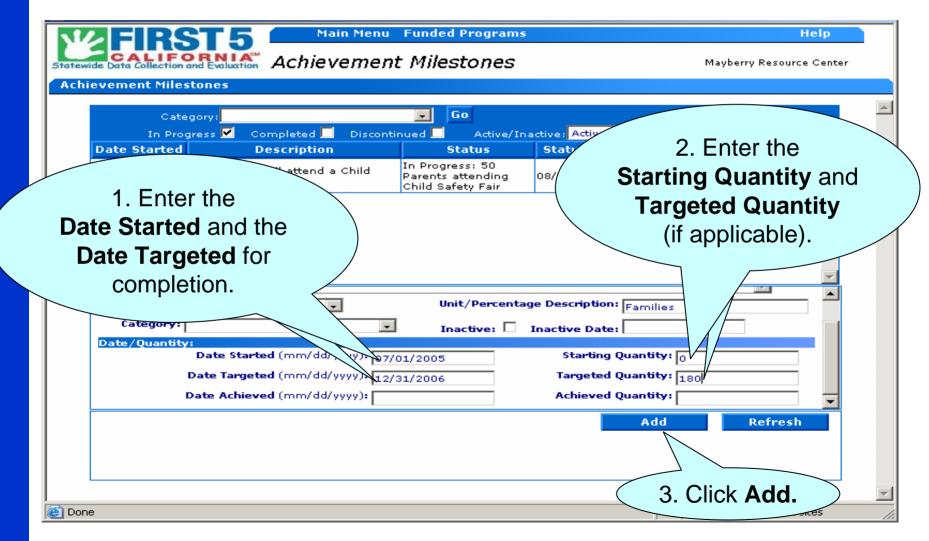










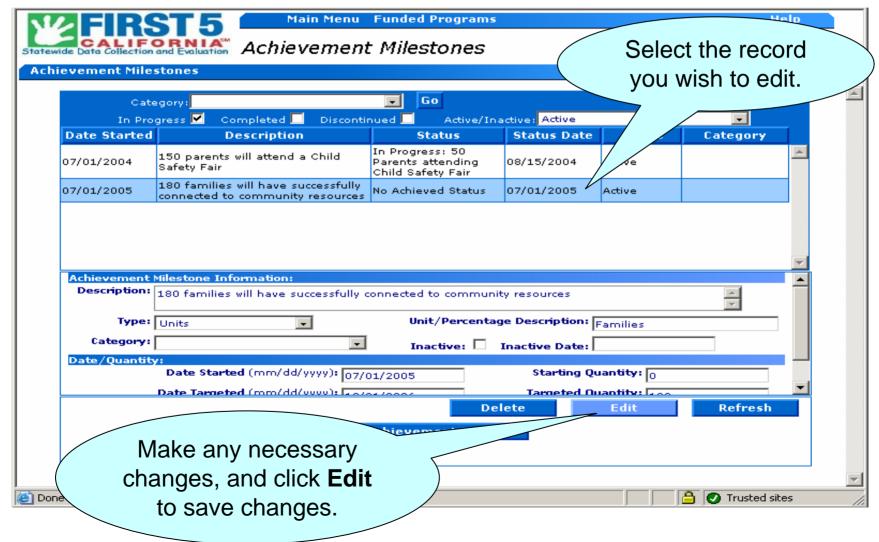


How do I edit achievement milestones in PEDS? Use the dropdown and/or check box filters and click Go to Main Menu Funded Programs locate achievement Achievement Milestones milestones. Achievement Milestones Category Active/Inactive: Active In Progress 🗹 Completed 🗀 Discontinued -**Date Started** Status Status Date Active Description Category ress: 50 150 parents will attend a Child 07/01/2004 attending 08/15/2004 Active Safety Fair fety Fair 180 families will have successfully 07/01/2005 No Achieved Status 07/01/2005 Active connected to community res Available filters: ed to community resources Category Unit/Percentage Description: Families Active/Inactive nactive: 🔲 Inactive Date: The browser In Progress Starting Quantity defaults to Targeted Quantity Completed Delete In Progress Discontinued Achievement Status status.

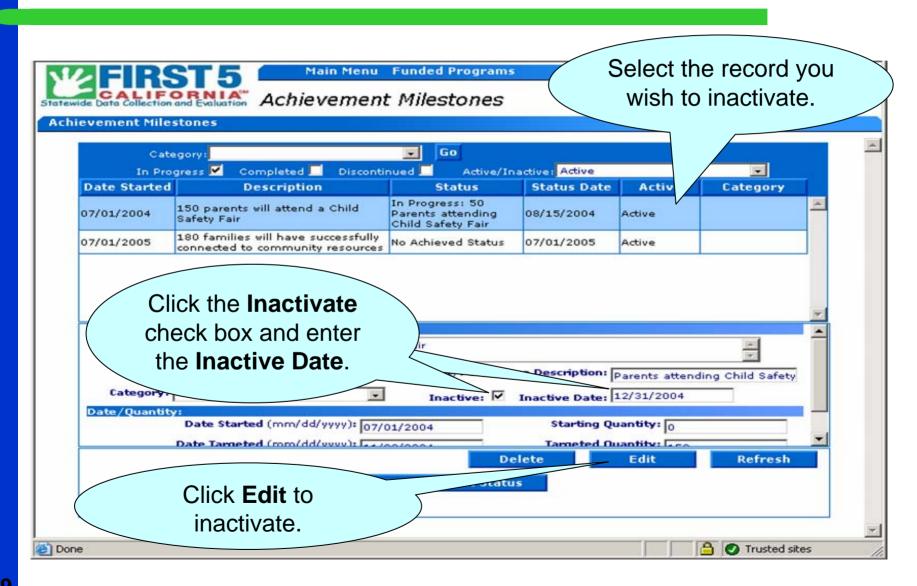
Done

Trusted sites

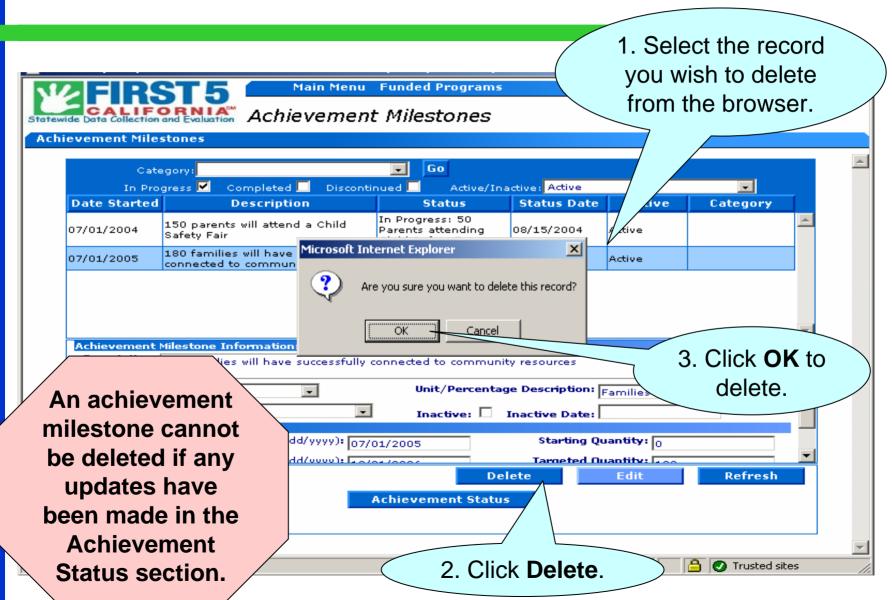
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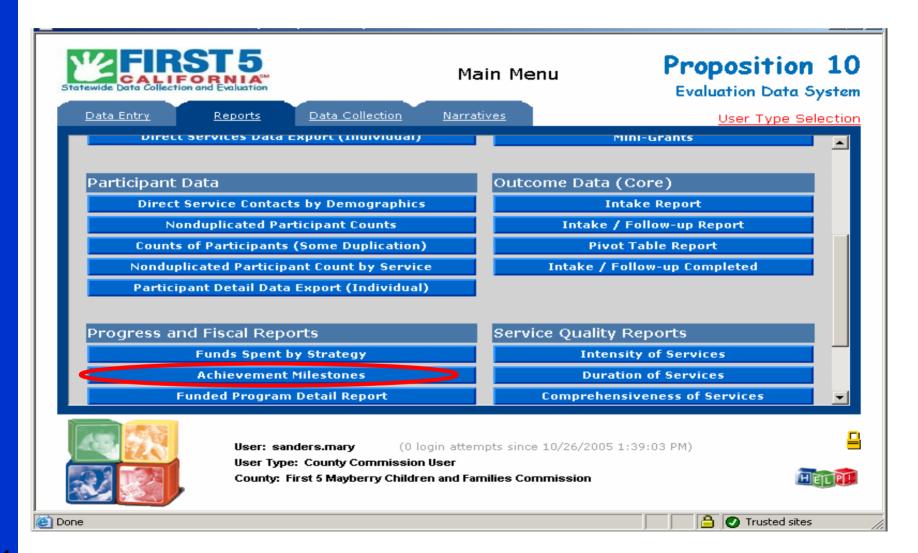
## How do I inactivate achievement milestones in PEDS?



## How do I delete achievement milestones from PEDS?



# Achievement Milestones Applicable Reports



# Achievement Milestone Categories Summary of data entry

#### To Add categories

- Enter sort order.
- Enter description.
- Click Add.

#### To Inactivate categories

- Uncheck active box.
- Click Save.

#### To Change Sort Order

- Click sort order or description.
- Click Save.

#### To Edit categories

- Select entry to be edited.
- Enter necessary changes.
- Click Save.

#### To Delete categories

- Select entry to be deleted.
- Click Delete.
- Click **OK** to confirm deletion.

# Achievement Milestones Summary of data entry

#### To Add milestones

- Enter description.
- Enter type.
- Enter unit/percentage description (if applicable).
- Enter category (optional).
- Enter start and target dates.
- Enter start and target quantity (unit and percentage measurements only).
- Click Add.

#### To Edit milestones

- Select entry to be edited.
- Enter the necessary changes.
- Click Edit.

#### To Inactivate milestones

- Select entry to be inactivated.
- Click the inactivate check box.
- Enter the inactivate date.
- Click Edit.

#### To Delete milestones

- Select entry to be deleted.
- Click Delete.
- Click **OK** to confirm deletion.